

SECRET

CLASSIFICATION OF FIELD STATIONS

CLASSIFICATIONS

PERIODIC REPORTS REQUIRED

ESTIMATED MAN
HOURS TO MAINTAIN

I. FINANCE:

CLASS "B" for FINAN-
CIAL ACCOUNTING PRO-
CEDURES AND CLASS "B"
FOR ALLOTMENT CONTROL
PROCEDURES

a. Financial Accounting:

One (1) monthly Summary Ac-
counting Report, prepared
from the "Cash Journal
Books, accompanied by vouchers
and receipts and possibly
four (4) Continuation Sheets,
if necessary. []

About
15
hours monthly.

25X1

b. Allotment Control:

Use of Form No. 33-100, "Status
of Allotments" to reflect the
cumulative monthly totals for
each individual allotment re-
ceived and maintained upon the
internal station record. Form
No. 33-99. ([])

The figure
may vary, of
course,
depending

25X1

c. Monthly Cables:

Reporting balances of all funds
on hand at end of month.
[]

upon the work
volume.

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CLASS "B" FOR FINANCIAL
ACCOUNTING PROCEDURES
AND "MISCELLANEOUS REPORT-
ING UNIT" FOR ALLOTMENT
CONTROL (NOTE: The sta-
tions upon which this
study is based should be
permitted to use this
system rather than the
less simplified Class "B"
system for allotment con-
trol stated above.)

a. Financial Accounting:

Same as a, above.

About 10

b. Allotment Control:

Completion of Form 59-171
(reverse side) for each allot-
ment received and return to
Hdqs usually at the end of the
quarter. In the case of FI,
one 59-171 is submitted for
each country area and for PP,
one form for each PP project
at Station. []

hours monthly
in an
average
Station.

25X1

c. Monthly Cables:

Same as c, above.

II. LOGISTICS:

"DETACHED STATION" SUPPLY
SYSTEM (Stations that are
responsible but not ac-
countable).

A total of nine (9) forms are
provided for the maintenance of
this system. (In addition,
"Situation" reports may be re-
quired not only on supply matters
but all other phases of logistics.)

Could be
merely a few
hours monthly
or as much as
10-15 hours,
depending on
volume.

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